

United States Court of Appeals for the Federal Circuit

POSITION VACANCY

<u>ANNOUNCEMENT NO:</u>	06-13
<u>OPEN:</u>	October 2, 2006
<u>CLOSE:</u>	When Filled
<u>APPOINTMENT TYPE:</u>	Permanent
<u>TOUR OF DUTY:</u>	Full Time
<u>POSITION, TITLE, GRADE</u>	Computer Specialist
<u>AND SALARY:</u>	26/1 to CL 28/61 (\$39,499 - \$84,591) depending on experience and qualifications.

DUTIES:

The Information Technology Office of the U. S. Court of Appeals for the Federal Circuit is seeking a highly motivated, customer service focused, and energetic Computer Specialist. The Computer Specialist performs computer and networking support activities to meet the needs and requirements of the court.

- Provide software application support, customer assistance and training (support and end user) in the use of office automation products such as the Outlook, WordPerfect, Microsoft XP Office suite of products (Word, Excel, Access and PowerPoint), computer assisted legal research (CALR), finance and personnel application software;
- Perform network administration tasks (account creation/deletion, folder permissions, e-mailbox setup, Veritas backup administration);
- Maintain Active Directory architecture;
- Provide Level 1 & 2 customer service support and troubleshooting;
- Assist in the development of reports and data collection;
- Assist in the support of a centralized Help Desk and problem tracking system;
- Assist in administrative and personnel activities of the office;
- Assist in a variety of duties including application training and documentation.

Incumbent should be able to establish short and long range automation plans for the court, assist when court automation environment changes are implemented. Provide customer support follow-up in response to various automation issues or services requested by the user. Assist in the preparation and writing of documentation for Site Administration Manual. Assists in routine testing,

establish procedures, monitors security of court hardware and software. Assist in the planning, designing, and implementation of changes to heterogeneous operating environments within a LAN or WAN. Analyze and make recommendations for systems and computer performance for heterogeneous (LAN/WAN) environments. Provide support to Internet/Intranet Web activities for the court. Assist in the development and testing of business continuity plans.

GENERAL EXPERIENCE:

Responsible automation experience that demonstrates knowledge of office automation practices, knowledge of court operations, and specific experience with office automation. Applicants duties include but are not limited to: evaluation, installation, configuration, maintenance, upgrades, and application support, assist in evaluating and making recommendations on optimum hardware and software configurations to fulfill requirements; managing the desktop hardware components that include the maintenance of computers, monitors, printers and other peripherals.

SPECIALIZED EXPERIENCE:

Progressively responsible networked office automation experience as it relates to automation procedures, professional, or technical work, which provides an opportunity to acquire advanced knowledge of policies and practices.

CONDITIONS OF EMPLOYMENT:

Applicants must be U.S. citizen or eligible to work in the United States. Employees of the federal courts are required to use the Electronic Fund Transfer (EFT) for payroll deposit. Employees will serve at the will of the court.

The candidate selected for this position is subject to a background security investigation.

The candidate will be subject to fingerprinting when entering on duty.

The United States Court of Appeals for the Federal Circuit is an Equal Employment Opportunity employer.

Applicants must be United States Citizens or eligible to work in the United States.

This position is subject to mandatory Electronic Fund Transfer program (EFT) participation for payment of Net pay.

New employees are subject to a background check or investigation or periodic reinvestigations, if applicable, and that retention depends upon a favorable suitability determination. New employees will be fingerprinted upon entrance on duty.

Send Resume or an OF 612 to:

Send a cover letter with a resume or an SF 171, Application for Federal Employment, or OF-612, Optional Application for Federal Employment to:

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